DD/A Registry
83- 4425

30 September 1983

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MEMORANDUM FOR:

Administrative Officer, DCI

FROM : Harry E. Fitzwater
Deputy Director for Administration

SUBJECT : DCI Travel

1. Confirming our discussions on travel for the DCI/DDCI, please continue to record all such travel, denoting those trips that may be undertaken in a non-official capacity from those which are official. Since government aircraft will be used to the maximum extent possible in order to provide security protection for the DCI/DDCI, there may be transportation charges depending on the nature of the travel and the status of the accompanying passengers.

2. In the case of official travel, only non-official members of the party, such as family members and guests, should be charged as noted below for their transportation . The spouse of the DCI/DDCI is considered an official member in official travel situations. In addition, an invitational travel order covering the cost of the air fare may be issued to cover the travel of a non-government person (not a family member or political figure) invited by the DCI to fly with him on an official flight.

3. Concerning non-official travel, the DCI and all other non-official members of the party (family members, guests, etc.,) should be charged for the economy air travel cost, computed on the published commercial economy airline fare, plus one dollar for all direct flights or flight segments. Carrying government personnel on a space-available basis who are travelling on non-official business is generally discouraged because of the potential impact on security. However, if an exception is granted to travel on special DCI/DDCI domestic flights, the traveller will be charged one-half the economy fare plus one dollar on official DCI/DDCI flights and the full fare plus one dollar on non-official trips.

4. Please prepare the necessary administrative detail to implement the above policy.

Harry E. Fitzwater

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